

Business Technology
Computer Productivity Applications
Course Code # 3721
½ Credit

School Year _____

Term: ____Fall____Spring

Prerequisites or Concurrent with: Keyboarding

Student:	Grade:
Teacher:	School:
Number of Competencies in Course: 35	
Number of Competencies Mastered:	
Percent of Competencies Mastered:	

Standard 1.0 The student will evaluate the impact of computers have on societal change.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
1.1	Analyze the impact of computer technology on individual lives and the business world.			
1.2	Explore emerging computer technologies.			
1.3	Analyze different types of computer applications and the types of tools needed to complete each.			

Standard 2.0 The student will apply skills appropriate to the resident operating system.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
2.1	Analyze and illustrate use of operating system commands.			
2.2	Analyze components and functions of the resident electronic desktop.			

Standard 3.0 The student will increase skills of processing documents in various styles, formats and lengths.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
3.1	Apply formatting skills to a variety of business documents.			
3.2	Use appropriate capitalization, punctuation, number expression rules and editing and proofreading skills to produce mailable documents.			

Standard 4.0 The student will create and design spreadsheets to produce and manipulate alpha/numeric data.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
4.1	Recognize the advantages of spreadsheet applications.			
4.2	Use the functions and identify the terminology of the resident software package and its operating procedures.			
4.3	Apply procedures of inputting, editing and formatting cell contents.			
4.4	Apply advanced functional formulas and graphical representation in spreadsheets.			

Standard 5.0 The student will develop database skills to organize and maintain information.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
5.1	Assess the advantages of database management as a method for organizing data.			
5.2	Use the functions and identify the terminology of the resident software package and its operating procedures.			
5.3	Apply the procedures for designing and creating a database.			
5.4	Apply the procedures for inputting, sorting, searching, editing and updating data.			
5.5	Apply the procedure for creating a database report.			

Standard 6.0 The student will examine the efficiency and effectiveness of integrated packages for information processing.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
6.1	Explore the principles and procedures of using an integrated package.			
6.2	Analyze the benefits of integrated applications.			

Standard 7.0 The student will design a multi-media presentation.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
7.1	Use the functions and identify the terminology of the resident software package and its operating procedures.			
7.2	Evaluate copyright laws.			
7.3	Appraise the basic concepts of interactive multi-media design.			
7.4	Critique multi-media presentations and discuss the likes and dislikes of the presentation.			
7.5	Analyze equipment and software requirements necessary to make a multi-media presentation.			
7.6	Evaluate the audience your presentation will reach.			
7.7	Determine the length of the presentation.			
7.8	Develop a storyboard.			
7.9	Apply the concepts and procedures for designing and creating a multi-media presentation.			
7.10	Present a presentation.			

Standard 8.0 The student will demonstrate organizational and professional leadership skills.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
8.1	Demonstrate self-initiative through group projects.			
8.2	Examine the value of leadership skills.			
8.3	Illustrate image building and public relations techniques.			
8.4	Assess decision-making skills.			
8.5	Demonstrate effective teamwork and group thinking applying conflict resolution techniques.			
8.6	Demonstrate parliamentary procedure skills through group activities.			
8.7	Analyze the goals and apply the principles of Business Professionals of America and/or Future Business Leaders of America.			

Additional comments: _____